

SENIOR RISK MANAGEMENT SPECIALIST

DEFINITION

Lead and perform highly independent specialized duties in one or more of the City's Risk Management programs; may be assigned to one or more of the following areas: safety, public liability, insurance and disability management; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the Risk Management Specialist Series. Incumbents perform the full range of duties and work independently to complete more complex assignments and projects. Employees in this class are distinguished from the Risk Management Specialist class in that they are responsible for all phases of policy development and implementation in addition to planning and assuming full responsibility for the program's budget.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Risk Manager.

Exercises technical and functional guidance over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Participate in the development, coordination and implementation of various risk management activities in the Risk Management Program for the city.

Oversee professional staff in performing and conducting studies, special projects, and administrative and technical functions.

Perform liaison function between administrators, employees, attorneys, management staff, service providers and members of the public.

Plan, prioritize, assign and review the work of subordinate staff.

Compile and develop information for special studies and reports from a variety of resources. Make recommendations for corrective actions where applicable and prepare written reports.

Conduct training presentations for City staff at various levels and locations.

Formulate, write and disseminate policies and procedures.

Prepare and monitor program budget.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform independent managerial and technical duties in the administration of assigned risk management program.

Make program specific recommendations to various levels of management.

Perform other duties as assigned.

When Assigned to Safety:

Develop and present employee safety-training materials.

Provide relevant safety information to departments.

Compile data, maintain safety database and analyze illness, accident and injury data for trends.

Implement special projects, including coordination, research and development of safety initiatives to solve hazards.

Interpret, analyze and determine general occupational health and safety and industrial hygiene compliance in all City departments.

Ensures City operations comply with OSHA laws and regulations.

Spearhead the Citywide Safety Committee.

When Assigned to Loss Control Services (Public Liability and Insurance):

Ensure appropriate risk transfer techniques are being employed and documented.

Review contracts and proposed activities to recommend appropriate insurance and indemnification provisions.

Serve as the City's alternate representative to the San Diego Pooled Insurance Program Authority.

Administer the City's self-insured liability program.

Collect from third parties for damages to city property.

Prepare and present or defend small claims court actions.

Coordinate and conduct investigations into public liability claims; interview claimants and employees.

Work closely with City Attorney and outside counsel in claims management.

Prepare insurance applications.

Maintain records of losses, accidents, insurance certificates and other risk management related information.

When Assigned to Disability Management:

Administer the City's self-insured Workers' Compensation and disability management programs.

Serve as a liaison between the injured employees, third party administrators and departmental management.

Ensure payroll is being reported accurately for employees out on disability related leaves.

Maintain OSHA injury logs.

Work with the other risk management programs to ensure recovery from third parties; employees receive all disability benefits which they are entitled and identify injury trends and conduct accident investigations.

Ensure City's disability management programs meet Federal, State and local laws and regulations.

Facilitate return to work efforts.

Coordinate the delivery of the short and long term disability programs, FMLA, CFRA, SDI, workers compensation and union disability programs.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of Occupational Health and Safety Rules
Industrial Hygiene.

Principles and practices of safety program management.

Research methods and techniques.

OSHA laws and regulations.

Government Code as it relates to tort claims.

Labor Code as it relates to Worker's Compensation.

Claims processing in all areas of risk management.

Ability to:

Use computer software, including word processing, database, spreadsheet and Power Point.

Apply statistics and statistical methodology.

Apply proper English usage, spelling, grammar, and punctuation.

Work independently and manage a large volume of work.

Solve problems with speed and accuracy and diplomacy.

Communicate clearly and concisely, both orally and in writing.

Identify and interpret complex regulations, laws and codes, and explain policies and procedures to employees and others.

Perform independent research; collect, compile, analyze and present a variety of data in a meaningful way to various groups, agencies and management staff.

Develop and implement various data collection and reporting systems.

Establish and maintain effective working relationships with those contacted in the course of work, including irate citizens and employees suffering from illnesses or injuries.

Make presentations to small and large groups.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible journey level work experience in a risk management related program.

Training:

Equivalent to a Bachelor's degree in Public Administration, Occupational Health and Safety, Industrial Hygiene, Business Administration or a related field.

License or Certificate

Certificates: ARM, CEBS, CIH, CPCU, CSP or WCCP are highly desirable.

Possession of a valid California driver's license at time of appointment or the ability to arrange for transportation.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk or computer workstation for long periods of time; intermittently walk (on uneven terrain under varying weather conditions) be exposed to dust, dirt, noise, insects, changes in temperature; stand, bend, squat, twist, crawl and reach to observe site conditions, enter confined spaces to assess safety; use a telephone or a radio to respond to calls and inquiries; use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on a computer screen; lift light weight up to twenty pounds; drive a vehicle to various city locations, or that ability to arrange for transportation; attend meetings at various locations.

WORKING ENVIRONMENT:

Work is performed in both outdoor and indoor settings under varying weather and temperature conditions. There is movement required from the office to other city worksites and offices. There is exposure to traffic in the external environment when going to outlying offices, meetings, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries and may work varying hours.